



**Secretary of State**  
**Department of Archives and History**  
**330 Capitol Avenue, S.E.**  
**Atlanta, Georgia 30334**

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SECRETARY OF STATE  
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**Edward Weldon**  
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(404) 656-2358  
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**MEMORANDUM**

**DATE:** March 16, 1995

**TO:** Gerald Poe - Records Management Officer  
Dept. of Human Resources

**FROM:** Peter E. Schinkel - Head, Schedule Section *PE*

**SUBJECT:** DHR retention schedule change report

**SCHEDULE #:** 86-0073[-M]

**SERIES TITLE:** "DHR Complaint Procedure File," 1989 and ongoing.

**CHANGE DATE:** April 21, 1993

The change report has been recorded and filed with the official copy of the approved schedule.

Note. This is to replace my memo of March 15, 1995 reporting receipt and filing of the 1993 change to schedule #86-0073. The series title in that memo was incorrect. We hope this did not cause inconvenience for your program. Please accept our apologies.

cc: Schedule Case File - 86-0073  
Minor Change File  
Andy Taylor - Assistant Director

# Records Retention Schedule

## GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Personnel Administration  
**Section/Unit:** Human Relations Section  
**Schedule Use:** Department Wide  
**Schedule No.:** 86-73      **Date:** Minor Change 4-21-93  
**Records Series Title:** DHR COMPLAINT PROCEDURE FILE

**Description:** Documents relating to recording complaints filed by employees under the DHR Employee Complaint Procedure.

Included are: complaint steps filed by the employee, responses by managers, supporting documentation, reprisal, investigations, mediation files, final decisions and related correspondence.

**File Arrangement:** By year, then numerically by complaint number.

### **Retention/Disposition Instructions:**

#### 1) Central Office

When final decision is received and no appeal is pending, place all papers in the closed file. Cut off the closed file at the end of each calendar year; hold in current files area 3 years; transfer to State Records Center; hold 2 years; then destroy.

Note: In the event a charge is filed, or an action brought by the U.S. Attorney General, these records must be retained until the final disposition of the charge or action.

#### 2) Institutions, District and Local Offices

Hold reference copies in current files area until final decision is received and no appeal is pending; then place in closed file; cut off closed file at the end of each calendar year; hold in current files area 1 year; then destroy.

**Confidential:** No - Open Record.

**Supersedes:** 86-73 (approved 9-5-86)  
(minor change 9-30-91)

(File 86-73.OSS)



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**MEMORANDUM**

**DATE:** March 15, 1995

**TO:** Gerald Poe - Records Management Officer  
Dept. of Human Resources

**FROM:** Peter E. Schinkel - Head, Schedule Section 

**SUBJECT:** DHR retention schedule change report

**SCHEDULE #:** 86-0073[-M]

**SERIES TITLE:** "DHR Grievance Procedure File," 1989 and ongoing.

**CHANGE DATE:** March 3, 1995

The change report has been recorded and filed with the official copy of the approved schedule.

**cc:** Schedule Case File - 86-0073  
Minor Change File  
Andy Taylor - Assistant Director

## Records Retention Schedule

### Georgia Department of Human Resources

**Division/Office:** Office of Personnel Administration

**Section/Unit:** Human Relations Section

**Schedule Use:** Department Wide

**Schedule No.:** 86-73      **Date:** Minor Change 3-3-95

**Record Series Title:** DHR GRIEVANCE PROCEDURE FILES

**Description:** Documents relating to grievances filed by employees using the DHR Employee Grievance Procedure.

Included are: Grievances filed by the employee, supporting documentation, response by manager, related correspondence and final decisions.

**File Arrangement:** By year, then alphabetically by employee name.

**Retention/Disposition Instructions:**

1) Central Office

When final decision is received and no appeal is pending, place all papers in the closed file. Cut off the closed file at the end of each calendar year; hold in current files 3 years; transfer to State Records Center; hold 2 years; then destroy. **Note:** In the event of a charge or other legal action, records are retained until final disposition.

2) Division/Office/Institution

Hold reference copies in current files until final decision is received and no appeal is pending; then place in closed file; cut off closed file at the end of each calendar year; hold in current files 1 year; then destroy.

**Confidential:** No - Open Record

**Supersedes:** 86-73      (approved 9-5-86)  
   (minor change 9-30-91)  
   (minor change 4-21-93)



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MEMORANDUM

MAR 4 - 1992

DATE: March 3, 1992

TO: Gerald Poe, - Records Management Officer  
Dept. of Human Resources

FROM: Peter E. Schinkel *DES* - Head, Schedule Section

SUBJECT: Acceptance of minor change report submitted  
October 3, 1991

SCHEDULE #: 86-0073, effective September 5, 1986

SERIES: "DHR Complaint Procedure File", 1991 and continuing.

CHANGE: Item #3. Disposition Instructions for:

Institutions, District and Local Offices

From: Forward all original material to Central Office. Hold reference copies in current files area until final decision is received and no appeal is pending; then place in closed file; cut off closed file at end of each calendar year; hold in current files area 3 years; then transfer to local holding area; hold 2 years; then destroy

To: Hold reference copies in current files area until final decision is received and no appeal is pending; then place in closed file; cut off closed file at the end of each calendar year; hold in current files area 1 year, then destroy.

This change to the final disposition is accepted because the reference copies are duplicates of the official record copies held in the Central Office. Retention of reference copies is set by administrative decision of the creating agency.

This change has been accepted and filed with the official copy of the approved schedule.

cc: - Schedule Case File - 86-0073  
• Minor Change File  
Robert E. White - Deputy Director

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Personnel Administration  
Section/Unit: Human Relations Section  
Schedule Use: Department Wide  
Schedule No.: 86-73      Date: Minor Change 9-30-91  
Records Series Title: DHR Complaint Procedure File

Description: Documents relating to recording complaints filed by employees under the DHR Employee Complaint Procedure.

Included are complaint steps filed by the employee, responses by managers, supporting documentation, reprisal, investigations, mediation files, final decisions and related correspondence.

File Arrangement: File is arranged by year, then numerically by complaint number.

Retention/Disposition Instructions:

1) Central Office

When final decision is received and no appeal is pending, place all papers in the closed file. Cut off the closed file at the end of each calendar year; hold in current files area 3 years; transfer to State Records Center; hold 2 years; then destroy.

Note: In the event a change is filed, or an action brought by the U.S. Attorney General, these records must be retained until the final disposition of the charge or action.

2) Institutions, District and Local Offices

Hold reference copies in current files area until final decision is received and no appeal is pending; then place in closed file; cut off closed file at the end of each calendar year; hold in current files area 1 year; then destroy.

Confidential: No - Open Record.

Supersedes: 86-73 (approved 9-5-86)

(91-273-1)

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date 6/10/86		Division of Administrative Services Office of Personnel Administration 47 Trinity Ave. S.W. Atlanta, Georgia 30334		Application Number 86-73	
Application Number 86-5				Date Received JUN 11 1986	Date Completed SEP 5 1986
2. Person to Contact Barbara Deedy		Working Title Assistant Director		Telephone Number 656-6750	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercards; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1980		Latest continuing			
		5. Records Series Title (followed by title used in office, if different) DHR Employee Complaint Procedure File			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Administrative Services Division provides the program direction and coordination of the specialized functions which support the Department's internal operations and legal environment through the Offices of Administrative Appeals, Audits, Child Support Recovery, Financial Services, Fraud and Abuse, Personnel Administration, Regulatory Services and Support Services.  The Office of Personnel Administration is responsible for implementing, managing and monitoring a fair program of personnel administration for the Department of Human Resources.					
7. Records Series Description Documents relating to:  Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  recording complaints filed by employees under the DHR Employee Complaint Procedure  complaint steps filed by the employee, responses by managers, supporting documentation, reprisal, investigations, mediation files, final decisions and related correspondence.			
The file is arranged:		by year, then numerically by complaint number.			
8. Monthly Reference Rate One to six months old <u>2</u> ; twenty-five months and older <u>0</u> ?		How often are records referred to which are: Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ;			
9. Annual Rate of Accumulation or Records Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | 2 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

- (e) Administratively, these files are needed for five years to document actions and decisions made concerning employee complaints.
- (f) 29CFR 1602.30 requires that records be retained 2 years and until final resolution of any charge or action.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Central Office:

When final decision is received and no appeal is pending, place all papers in the closed file. Cut off the closed file at the end of each calendar year, hold in current files area 3 years, transfer to State Records Center, hold 2 years, then destroy.

Institution District and Local Offices: Forward all original material to Central Office. Hold reference copies in current files area until final decision is received and no appeal is pending; then place in closed file; cut off closed file at end of each calendar year; hold in current files area 3 years; then transfer to local holding area; hold 2 years; then destroy.

NOTE: In the event a charge is filed, or an action brought by the U.S. Attorney General, these records must be retained until final disposition of the charge or action.

DHR Office/Division - Director/Designee	Signature	Date
X <u>Barbara B Deery</u>	<u>Elizabeth W. Crank, CRM Manager</u>	6/10/86
DHR Section/Unit - Chief/Supervisor/Designee	Signature	Date
X <u>Barbara B Deery</u>	<u>Paul V. Murphy</u>	6/10/86

STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved. If not approved, please attach a letter of explanation.

State Auditor/Designee	Signature	Date
Secretary of State/Designee	<u>Edward Weldon</u>	8/21/86
Attorney General/Designee	<u>[Signature]</u>	8/5/86